

HRSC NORTHEAST ADDITIONAL DATA SHEET

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions. If you are E-mailing your resume, please include your answers at the end of your E-mail text. Your responses to these questions will not be counted against the maximum 5-page resume limitation.

Name: (Last, First, Middle Initial)	SSN:
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1. Are you a United States citizen? Yes ☐ No ☐

2. Are you a **current** permanent, career or career-conditional **civilian** employee of the Department of Defense? Yes ☐ No ☐

If **yes**, are you a Department of the Navy or U.S. Marine Corps employee? Yes ☐ No ☐

3. Are you willing to accept temporary employment? Yes ☐ No ☐

4. Are you willing to accept part-time employment? Yes ☐ No ☐

5. How many days per month would you be available for work-related travel?

☐ 1-2 days
☐ 3-5 days
☐ 6 or more days
☐ Not available

6. Can you type/keyboard a minimum of 40 words per minute? Yes ☐ No ☐

7. Under what hiring program(s) are you eligible? (These program(s) are specified by law or regulations. See page 4 for definitions of the most common hiring programs.)

☐ Current Federal Civilian

☐ Veterans' Readjustment Appointment

☐ Student Employment

☐ Reinstatement

☐ 30% or More Disabled Veteran

☐ Outstanding Scholar

☐ NAF Interchange

☐ Veterans' Employment Opportunity Act

☐ Persons with Disability

☐ ICTAP

☐ Executive Order 12721

☐ Other - Please specify: _____

8. Do you claim an entitlement to veterans' preference for hiring? Yes ☐ No ☐

(Note: Veterans' preference information can be obtained on web sites such as www.opm.gov or www.dol.gov/dol/vets. If **yes**, please check the appropriate block below:

☐ 5-point
☐ 10-point/disability
☐ 10-point/compensable
☐ 10-point/other
☐ 10-point/30% or more disabled

9. Did you retire from the military? Yes ☐ No ☐

If **yes**, please give month/day/year of retirement (mm/dd/yyyy): ____/____/____

10. If you are a current or former Federal **civilian** employee, what is/was the highest permanent pay plan and grade that you have held?

General Schedule pay plan: _____
Grade: _____

Federal Wage System pay plan: (e.g., WG, WL, WS, WD, WN) _____
Grade: _____

Demonstration Project pay plan: (e.g., DA, DS, ND) _____
Grade: _____

11. Are you interested in being considered for General Schedule (GS) positions? Yes ☐ No ☐

(i.e., white collar – clerical, technical, administrative, scientific, and professional positions)

If **yes**, what is the lowest GS grade you will accept? (1-15) _____

12. Are you interested in being considered for Federal Wage System (FWS) positions? Yes ☐ No ☐

(i.e., blue collar – trades and labor positions)

If **yes**, what is the lowest FWS pay plan and grade you will accept?

WG, WL, WD, WS, WN, etc. _____

(Note: You may identify more than one pay plan/grade level option. Example: WG-09, WS-05)

13. Are you interested in being considered for Demonstration Project positions? Yes ☐ No ☐

(i.e., white collar – clerical, technical, administrative, scientific, and professional positions)

If **yes**, what is the lowest pay plan and grade you will accept?

DG, DA, DAA, etc. _____

(NOTE: You may identify more than one pay plan/grade level option. Example: DG-A, ND-II)

14. Are you applying for Firefighter or Air Traffic Controller positions? Yes ☐ No ☐
If yes, what is your date of birth? (mm/dd/yyyy) ____/____/____

15. Do you wish to be considered for unannounced vacancies? Yes ☐ No ☐

16. Series/Flyer/Announcement Number(s) for which you are applying: _____

17. Geographic Locations. Please check all applicable geographical locations for which you desire job consideration.

- | | |
|--|---|
| <input type="checkbox"/> San Diego, CA | <input type="checkbox"/> Kansas City, MO |
| <input type="checkbox"/> Groton, CT | <input type="checkbox"/> Portsmouth, NH |
| <input type="checkbox"/> New London, CT | <input type="checkbox"/> Colts Neck, NJ |
| <input type="checkbox"/> West Palm Beach, FL | <input type="checkbox"/> Lakehurst, NJ |
| <input type="checkbox"/> Great Lakes, IL | <input type="checkbox"/> Garden City, NY |
| <input type="checkbox"/> Crane, IN | <input type="checkbox"/> Scotia, NY |
| <input type="checkbox"/> New Orleans, LA | <input type="checkbox"/> Lester, PA |
| <input type="checkbox"/> Boston, MA | <input type="checkbox"/> Mechanicsburg, PA |
| <input type="checkbox"/> Natick, MA | <input type="checkbox"/> Philadelphia, PA |
| <input type="checkbox"/> Patuxent River, MD | <input type="checkbox"/> Newport, RI |
| <input type="checkbox"/> Bath, ME | <input type="checkbox"/> Corpus Christi, TX |
| <input type="checkbox"/> Brunswick, ME | <input type="checkbox"/> Norfolk, VA |
| <input type="checkbox"/> Kittery, ME | <input type="checkbox"/> Arlington, VA |
| <input type="checkbox"/> Winter Harbor, ME | |

Background Survey: (Answers to the following questions are strictly voluntary.)

A. Race/Ethnic Status

- ☐ American Indian or Alaskan Native
☐ Asian or Pacific Islander
☐ Black
☐ Hispanic
☐ White

B. Sex:

- ☐ Female ☐ Male

APPLICANT INFORMATION: Information provided as part of your application package may be verified at any time. False or fraudulent information may be grounds for withdrawing a position offer or result in termination of Federal employment, and may be punishable by fine or imprisonment. Upon selection, you will be required to sign a statement that all information provided is true, correct, complete, and made in good faith.

PRIVACY ACT INFORMATION. Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the e-mail transmission process.

EQUAL EMPLOYMENT OPPORTUNITY. The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.